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**MEMORANDUM FOR: Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)
Assistant to the Director for Planning
and Coordination**

SUBJECT: Personnel Savings in Headquarters

1. As part of a concerted effort to reduce manpower requirements at Headquarters, the Deputy Directors will require their responsible planning and operational people to make an immediate and systematic review and appraisal of all functions and projects in their respective areas. In those instances where functions or projects are found to be questionable for any reasons, including considerations of manpower and other cost factors, each Deputy shall submit them to the Project Review Committee. The Project Review Committee shall then give immediate and piecemeal review and recommendations as to appropriate alterations.

2. Each Deputy Director is also instructed to evaluate the present organizational structures under his authority and, where net savings of personnel or other resources will result, make such organizational changes as are appropriate. This evaluation will not in any way alter the Inspector General's responsibility for making regular inspections and surveys of all organization components.

**ALLEN W. DULLES
Director**